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F I L E

*Meetings
(Minutes)*

MINUTES

DD/S STAFF MEETING

3 September 1968 - 1030 Hours

25X1

2. 1968 Fund Drive

25X1

[redacted] spoke about the 1968 Fund Drive which will take place 19 September - 17 October. He noted that the Combined Federal Campaign goal is 11.7% greater than last year's; the Agency goal is higher by the same proportion. Our drive will also encompass the Public Service Aid Society and the Education Aid Fund. This year we will be seeking more funds for EAF and a separate Employee Bulletin will be published on this subject. The requirement for scholarship fund money continues to grow and we fall well short each year of being able to meet all of the requests made. It was also noted that there are six full tuition scholarship grants each year to MIT under a separately funded program outside of EAF. Mr. Meloon commented that in establishing quotas, consideration should be given to the fact that Rosslyn employees must pay parking fees.

3. Survey by Mr. Bross

Mr. Bannerman said that there is a possibility that Mr. Bross may be temporarily detached from his present assignment to conduct a survey within the Agency. He plans to meet with Mr. Bross on 4 September.

4. Candidates for the Midcareer Program

Mr. Bannerman noted that of the 13 recent candidates from Support offices, seven have no college degree. While job success depends a great deal on the individual, he feels that the man with a college education has a better chance of success. Office Heads were asked to take a good hard look at where individuals may expect to be several years in the future when the occasion arises to consider candidates for advanced training courses.

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5. Workload

Mr. Bannerman commented that with Congress back in session, and people returning from vacations, we can expect the pace of activity to step up. He noted that a number of surveys and projects are now underway, and said that the space survey prepared by the Office of Logistics had been read by higher authority.

6. Around the Table

a.

The Taylor Committee contacted last week to discuss communications for relocation sites.

b. Mr. Wattles:

A preliminary review of Office of Personnel records indicates that real savings in records space can be made through the adoption of micro-film techniques.

c.

Office of Security is working up a report on Mission 70 - Safety. He noted that our fiscal year 1968 vehicle accident rate was down, while the disability rate went up. He plans to give the DD/S a note on aspects of the report.

d. Dr. Tietjen:

OMS will present a flu vaccine program again this year, but specific dates have not yet been established. There will be no charges made this year.

A request has been received from the Department of the Army for assistance in establishing psychological test screening for personnel in the Intelligence Career Program. Mr. Bannerman asked about our Agency

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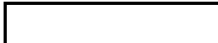
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Applicant Testing Program, and Messrs. Wattles and Tietjen said that it was proceeding very well. Along the same line, the DD/S noted that our Recruitment Program is firmed up and that he plans to ask each Office if their staff knows personnel on university campuses who could assist. Mr. Wattles noted that the recruiters will be in Headquarters during the week of 16 September.

e.



OTR has nine candidates (5 from Support) for the September NIS.



f. Mr. Meloon:

There is a delay in constructing the roadway into west parking as the Bureau of Public Roads received no bids by the bid date. The date for bids has therefore been extended.

7. The meeting adjourned at 1110.



Special Assistant to the
Deputy Director for Support

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MINUTES

DD/S STAFF MEETING

27 August 1968 - 1030 Hours

FILE *Meetings*
(Minutes)

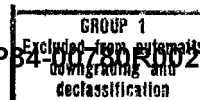
25X1

4. Rosslyn Parking Fees

Mr. Meloon said that discussions were held with Mr. Sam Magazine concerning the parking fees that are being charged in the Magazine Building. We got nowhere in these discussions as Mr. Magazine feels that the operator of the parking facility is charging fair fees. Approaches have also been made to the operator of the Ames Building parking facility with similar results.

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6. Assignments of Career Trainees

The DD/S has forwarded the comments of the DCI on this subject to each of the Office Heads, noting that he considers the comments applicable to all employees.

Mr. Wattles said that he had talked with ten summer interns from the DDI area. All of them were enthusiastic about their assignments and appreciated the professional reception and supervision accorded them. Mr. Wattles feels that this is an extremely successful program, and will forward a note about it to the DD/S.

7. Around the Table

a.

The Agency's problems with CT's closely parallel the Department of State's problems with junior Foreign Service officers.

25X1

b. Mr. Wattles:

Is receiving replies from various University Associates to whom letters terminating the program were sent. Mr. Bannerman asked that Mr. Wattles give a report on this at the Thursday meeting of the Deputies.

Mr. Bannerman inquired about the professional recruitment brochure. Mr. Wattles noted that Colonel White had wanted a change in the picture of the Headquarters Building and that this was being worked up. Mr. Bannerman said that he had not seen the brochure and would like to see it.

c.

Has investigated the cover problem with respect to the off-campus university program and sees no alleviating solutions.

d.

is making good progress and may be back for

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e. Mr. Richardson:

The Training Selection Board met to consider nominations for the Federal Executive Institute. During this process Colonel White commented that nominees should normally be no older than 50 years (the same comment applies to the Advanced Management Program at Harvard); the grade level of nominees should be about GS-16, and he prefers that nominees be engaged in interaction with outside agencies. Personnel engaged solely in internal activities should be of less interest for these courses.

Eight nominations are in hand for the September NIS.

f. Mr. Bush:

The 1 September tax increase for the District of Columbia will have no effect on the payroll.

g.

The Office of PPB has received a set of questions from the Bureau of the Budget. He will be in touch with concerning those questions pertaining to the Support Directorate.

8. The meeting adjourned at 1115 hours.



Special Assistant to the
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